

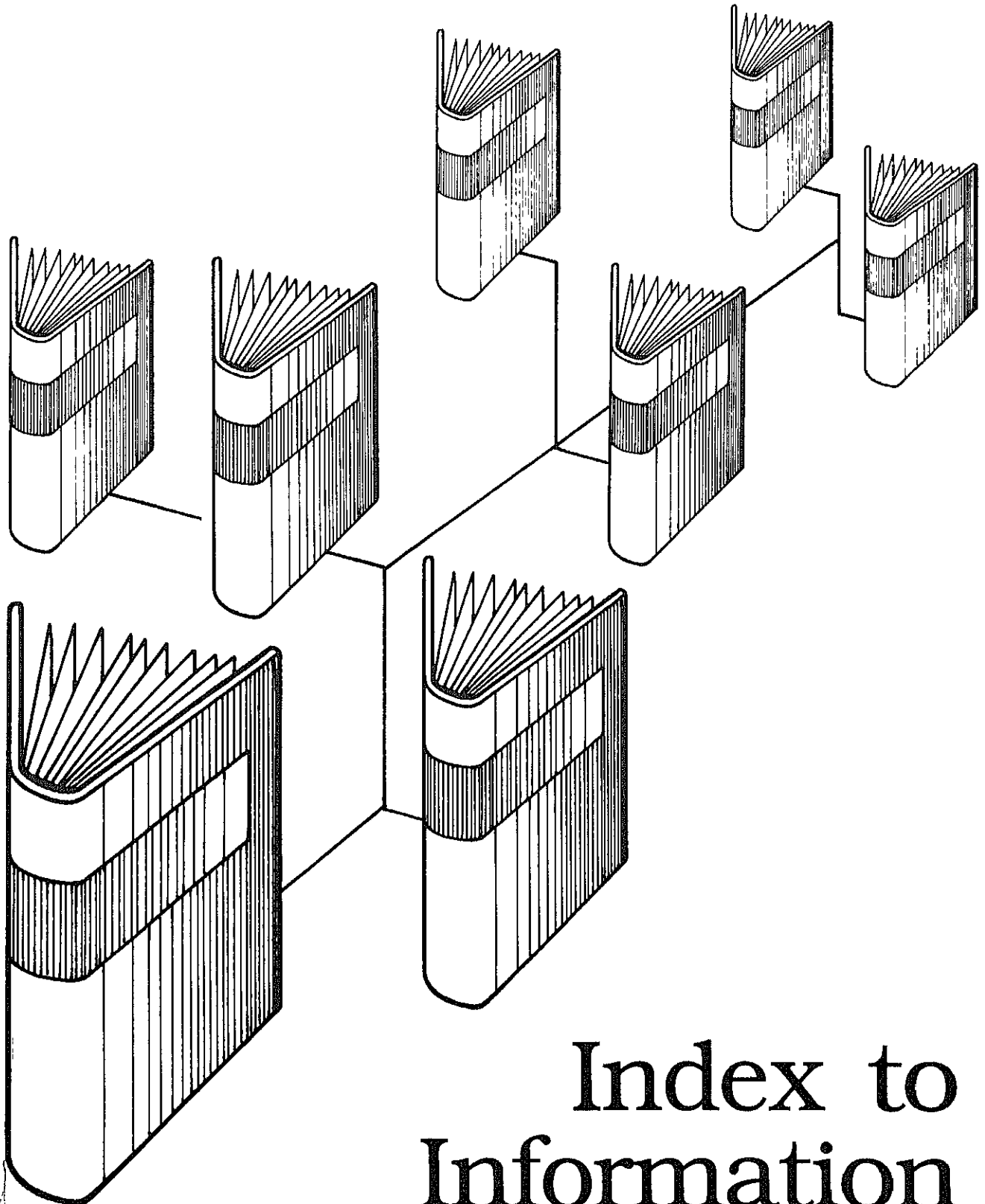


June 1990  
OPM Document No. 1



United States  
Office of  
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Management

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# Index to Information





## INTRODUCTION

This index of U.S. Office of Personnel Management information includes, but is not limited to, information required to be made available under the Freedom of Information Act, 5 U.S.C. §552(a)(2). Many of the publications included in the Index were issued by the U.S. Civil Service Commission and former groups or offices within the U.S. Office of Personnel Management.

Each entry names the issuing office, whether in the old Civil Service Commission or in a former office or group in the Office of Personnel Management. The group or office listed in brackets may be contacted for further information on individual items. Written requests should be directed to the group or office noted in the entry, at the following address:

U.S. Office of Personnel Management  
1900 E Street, N.W.  
Washington, D.C. 20415-0001

For publications available from OPM regional and area offices, see pages ii-vi of the Index for addresses.

For publications available from the U.S. Government Printing Office and the National Technical Information Service (NTIS), see page vii of the Index for addresses. .

Most of the publications listed in the Index may be consulted in the OPM Library. Additional copies of the Index are available by written request to the Internal Distribution Subunit, Room B443, U.S. Office of Personnel Management, 1900 E Street, N.W., Washington, D.C., 20415-0001.

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New Orleans, Louisiana 70112

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Albuquerque, New Mexico 87102

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Portsmouth, New Hampshire 03801

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Newark, New Jersey 07102

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San Francisco, California 94105

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Box 50028  
Honolulu, Hawaii 96850

Washington/Idaho/Oregon  
Federal Building  
Room 2556  
915 2nd Avenue  
Seattle, Washington 98174

Washington, D.C.  
Federal Job Information Center  
Room 1416  
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Washington, D.C. 20415-0001



PUBLISHERS' ADDRESSES

U.S. Government Printing Office  
Superintendent of Documents  
Washington, D.C. 20402

National Technical Information Service (NTIS)  
Department A  
Operations Division  
5285 Port Royal Road  
Springfield, Virginia 22161

**Achievements.** See Federal Incentive Awards Program: annual report.

**Administrative law judge: opportunities in the Federal government as an administrative law judge.** Prepared by the Office of Administrative Law Judges. 1984. 19 p. (Examination announcement no. 318). [Career Entry]

**Administrative law judge: program handbook.** Prepared by the Office of Administrative Law Judges. 1989. 16 p. [Career Entry]

**Administrative law judge: supplemental qualifications for administrative law judge positions.** Prepared by the Office of Administrative Law Judges. 1984. 9 p. (OPM form no. 1170/72). [Career Entry]

**Administrative Manual (AM).** Prepared by the Office of Management and other Office of Personnel Management organizations; managed by Management Analysis and Organizational Development Division. Looseleaf. Supplemented by AM supplements; updated on interim basis by AM Letters and on a continuing basis by AM installments. Available in regional offices. [Administration]

**Administrative Manual supplements:**

- 12-1 Function statements.
- 12-2 Authorities and delegations manual.
- 16-1 How to prepare materials for the Director.
- 20-1 The OPM personnel manual.
- 31-1 Budgeting and financial management.
- 32-1 Work reporting and cost analysis.
- 33-1 Accounting and fiscal procedures.
- 34-1 Preparation, audit, and certification of payroll.
- 35-1 Official travel and transportation of household goods.
- 41-1 Procurement management.
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- 42-2 Motor vehicle operation.
- 42-3 The FOB 9 emergency operations plan.
- 43-1 Printing and publications.
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- 44-4 Records management training guide.
- 45-1 The OPM issuance system.
- 53-1 Telephones and telecommunications.
- 54-1 Forms management.
- 54-2 Reports management.
- 95-1 Emergency planning and operations.

**Affirmative action program plan for hiring, placement, and advancement of individuals with handicaps.** 15 p. Prepared by the Office of Personnel and EEO. 1989. [Administration]

**Affirmative employment statistics, September 30, 1988.** Prepared by the Office of Workforce Information. 1989. 234 p. (PSOG-88-71). [Personnel Systems and Oversight]

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**Affirmative employment statistics, September 30, 1984.** Prepared by the Compliance and Investigations Group. 1985. 227 p. (CIG-84-71). Available from NTIS, Stock No. PB87-138137/AS.

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**An agreement [between] AFGE Local 32 and OPM Central Office.** Prepared by the Office of Personnel and EEO. 1985. 55 p. [Administration]

**Alternative work schedules experiment: final report.** Prepared by the Compensation Group. 1982. 1 v. [Personnel Systems and Oversight]

**Analysis of an executive-level assessment center: a comparison of assessment center ratings to supervisor ratings and to biodata.** Prepared by Hardy L. Hall. 1979. 25 p. (Technical memorandum 79-1). Available from NTIS, Stock No. PB-298 452.

**Analysis of reading level complexity: a comparison between the Contract Specialist examination and written job materials.** Prepared by Nancy K. Robinson. 1987. 9 p. (OED Report 88-3). [Career Entry]

**An analysis of tradeoffs in the Navy Personnel Management Demonstration Project: management report VII.** Prepared by the Research and Demonstration Staff, Office of Performance Management. 1985. 58 p. [Personnel Systems and Oversight]

**Annual report of employment by geographic area.** See Biennial report of employment by geographic area.

**Annual report of the Board of Actuaries of the Civil Service Retirement System, 58th.** Prepared by the Compensation Group. 1985. 28 p. [Retirement and Insurance]

**Annual report on the status of the senior executive service.** Prepared by the Office of Executive Personnel. 1988. 23 p. (SES-88-06).

**Annuity benefits under the Civil Service Retirement System for persons separated from service on or after October 20, 1969.** 1990. 4 p. (RI 20-83). [Retirement and Insurance]

**Annuity benefits under the Civil Service Retirement System for persons separated from service between October 11, 1962 and October 19, 1969.** 1988. 4 p. (RI 20-87). [Retirement and Insurance]

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**The behavioral consistency method of unassembled examining.** Prepared by Frank L. Schmidt and others. 1979. 55 p. (Technical memorandum 79-21). Available from NTIS, Stock No. PB80-139942.

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**Biographical data and job performance.** Prepared by Richard H. McKillip and Cynthia L. Clark. 1974. 12 p. (TM-74-1). Available from NTIS, Stock No. PB-258 214.

**Biographical questionnaires and scored application blanks in personnel selection.** Prepared by Paul van Rijn. 1980. 20 p. (Personnel research report 80-31). Available from NTIS, Stock No. PB 81-222028.

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**Computer assisted testing: the calibration and evaluation of the verbal ability bank.** Prepared by Vern W. Urry. 1974. 20 p. (Technical study 74-3). Available from NTIS, Stock No. PB-258 210.

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**Construction of questionnaires.** Prepared by Pauline A. Duckworth. 1973. 61 p. (TS-7-73-1). Available from NTIS, Stock No. PB-258 218.

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**Developing and conducting interviews: some general guidance.** Prepared by Tressie W. Muldrow, Office of Examination Development, Alternative Examining Procedures Division. 1987. 8 p. (OED Report 87-1). NTIS Stock No. PB87-227690/AS.

**Developing and evaluating elements and standards: an information guide for managers.** Prepared by the Office of Performance Management. 1985. 21 p. (POD-02). [Personnel Systems and Oversight]

**Development and validation of a test for the ranking of applicants for promotion to first-line Federal trades and labor supervisory positions.** Prepared by Daniel B. Corts. 1980. 45 p. (Personnel research report 80-30). Available from NTIS, Stock No. PB81-137747.

- Development of a general solution to the problem of validity generalization.** Prepared by Frank L. Schmidt and John E. Hunter. 1978. 16 p. (Technical study 78-1). Available from NTIS, Stock No. PB80-129547.
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- Development of an examination for Contract Specialist 1102: the job analysis.** Prepared by Marvin H. Trattner. 1986. 59 p. (OED Report 88-10). [Career Entry]
- The development of generalizable work behavior categories for a synthetic validity model.** Prepared by Alice N. Outerbridge. 1981. 33 p. (Personnel research report 81-1). Available from NTIS, Stock No. PB81-223190.
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- Differential and single-group validity, test fairness, and test utility.** Prepared by the Bureau of Policies and Standards. (Deposition of Frank L. Schmidt, Ph.D., in Charles H. Boles et al. vs. Union Camp Corporation et al). 1975. 56 p. (Professional series PS-75-4). Available from NTIS, Stock No. PB-258 206.
- Directory of unions and associations with exclusive recognition in the Federal service.** Prepared by the Office of Employee and Labor Relations. 1988. 18 p. (OPM 88-4). [Personnel Systems and Oversight]
- Disabled veterans affirmative action program.** 26 p. Prepared by the Office of Personnel and EEO. 1989. [Administration]
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- Documentation of the ability constructs used in the Contracting Specialist examination.** Prepared by Lois C. Northrop. 1985. 37 p. (OED Report 88-1). [Career Entry]
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**Effectiveness of recruiting sources for four nationwide examinations (1980 data).** Prepared by Donald E. McCauley, Jr. and Lois C. Northrop, Office of Examination Development, Test Examining Division. 1981. 13 p. (OED Report 87-4). NTIS Stock No. PB87-229597/AS.

**Effectiveness of the government's appointing system.** See Issue analysis: effectiveness of the government's appointing system.

**Effectiveness of the performance appraisal system for non-merit pay employees.** See Issue analysis: effectiveness of the performance appraisal system for non-merit pay employees.

**The effects of guessing on parameters of item discriminatory power.** Prepared by Vern W. Urry. 1975. 7 p. (Technical note 75-2). Available from NTIS, Stock No. PB-258212.

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**Effects of restructured compensation system on salaries of scientists, engineers and other professionals 1980 and 1984: management report III.** Prepared by the Research and Demonstration Staff, Office of Performance Management. 1985. 150 p. [Personnel Systems and Oversight]

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**Estimating the validity of aptitude and ability tests for semiprofessional occupations using the Schmidt-Hunter interactive validity generalization procedure.** Prepared by Marvin H. Trattner. 1985. 78 p. (OSP Report 85-3). [Career Entry]

**Estimators of the squared cross-validity coefficient: a Monte Carlo investigation.** Prepared by Fritz Drasgow, Neil J. Dorans and Ledyard R. Tucker. 1979. 10 p. (Technical study 79-3). Available from NTIS, Stock No. PB80-138928.

**Evaluation of the Federal Executive Development Program assessment center.** Prepared by Dale R. Baker and Charles G. Martin. 1974. 44 p. (Technical memorandum 74-4). Available from NTIS, Stock No. PB-258 473.

**Evaluation of the Navy Personnel Management Demonstration Project: analysis of survey and interview results 1979 to 1983: management report II.** Prepared by the Research and Demonstration Branch, Office of Performance Management. 1984. 89 p. [Personnel Systems and Oversight]

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**ve resources management: roles and functions.** Prepared by the Office of  
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[Personnel Systems and Oversight]

**'s Management Aptitude Program assessment center: research report no. 1.**  
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**'s Management Aptitude Program assessment center: report no. 2, an analysis of  
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**Federal Employees' Group Life Insurance: a description and certification of  
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2817A). [Retirement and Insurance]

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Insurance]



**FERS: the Federal Employees Retirement System.** Prepared by Retirement and Insurance Group. 1989. 20 p. (RI 90-1).

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**The Fact book, October 1989.** Prepared by the Management Analysis and Organizational Development Division. Booklet. (OM-1). [Administration]

**Fairness of psychological tests: implications of four definitions for selection utility and minority hiring.** Prepared by John E. Hunter, Frank L. Schmidt and John M. Rauschenberger. 1975. 12 p. (Professional series 75-8). Available from NTIS, Stock No. PB-258 215.

**Fairness of selection tests: a critical analysis.** Prepared by the Bureau of Policies and Standards. 1976. 38 p. (PS-76-5). Available from NTIS, Stock No. PB-261 699.

**Federal civilian workforce statistics: employment and trends.** Prepared by the Personnel Systems and Oversight Group. 1982-. Periodical (bi-monthly). Available on a subscription basis from the U.S. Government Printing Office, Stock No. 706-002-00000-6.

**Federal civilian workforce statistics from central personnel data file.** Prepared by Lorraine D. Eyde, Office of Examination Development. 1988. 17 p. (OED Report 88-19). [Career Entry]

**Federal employment of noncitizens.** Prepared by the Career Entry Group. Rev. ed. 1987. Leaflet. (BRE-27).

**A Federal employment test modified for deaf applicants.** Prepared by Mary Anne Nester and Robert C. Sapinkopf. 1982. 25 p. (OPRD-82-7). Available from NTIS, Stock No. PB83-205690.

**Federal equal opportunity and recruitment program plan, agency-wide.** 3 p. Prepared by the Office of Personnel and EEO. 1990. [Administration]

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**Federal executive agency guidelines and their impact on the assessment center method.** Prepared by William A. Gorham. 1977. 7 p. (Professional series 77-1). Available from NTIS, Stock No. PB-273 104.

**Federal Executive Institute program announcement.** Prepared by the Federal Executive Institute.

**Federal government entrance salaries: general schedule entrance salaries.** Annual. Prepared by the Career Entry Group. 1 v. (AN2500).

**Federal Incentive Awards Program: annual report.** Prepared by the Personnel Systems and Oversight Group. 1 v. Descriptive title: **Achievements.**

**Federal job information/testing directory.** Prepared by the Career Entry and Employee Development Group. 1989. Sheet. 1 v. (CE-22; CON 111-47-3). [Career Entry]

**labor-management and employee relations consultant.** Prepared by the Office of Labor and Labor Relations. 1971-. Periodical (bi-weekly). Available on a subscription basis from the U.S. Government Printing Office, Stock No. -00000-2.

**Federal personnel manual.** Looseleaf. Supplemented by **FPM Letters, FPM Bulletins, FPM Supplements.** The basic FPM is prepared by various units within the Office of Personnel Management and issued through the Issuance System Office. The basic FPM is available on a subscription basis from the U.S. Government Printing Office, Stock No. 906-001-00000-4. Individual supplements are separate subscriptions and are separately priced. Available in regional and area offices. [Administration Group]

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- Chap. 451. Incentive awards.
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- Chap. 531. Pay under the General Schedule.
- Chap. 532. Pay under Prevailing Rate Systems. (Reserved).
- Chap. 534. Pay under other systems.
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- Chap. 610. Hours of duty.
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- Chap. 910. Mobilization readiness.
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- 451-1. Incentive awards.
- 512-1. Job grading system for trades and labor occupations.
- 532-1. Federal wage system.
- 532-2. Federal wage system--nonappropriated fund employees.
- 792-1. Occupational health services for Federal civilian employees.
- 792-2. Alcohol and drug-abuse programs.
- 830-1. CSRS and FERS handbook for personnel and payroll offices.
- 831-1. Retirement.
- 832-1. Social security retirement, survivors and disability insurance, and medicare program.
- 870-1. Life insurance.
- 890-1. Federal employees health benefits.
- 910-1. National emergency readiness of Federal personnel management.
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